

Opening Date: December 3, 2009

Closing Date: Open Until Filled

JOB OPPORTUNITY
MISSOURI STATE HIGHWAY PATROL
TROOP F HEADQUARTERS

TITLE: Temporary Clerk

LOCATION: Troop F Headquarters
Jefferson City, MO

FACILITATOR: Sergeant Bruce Reinkemeyer
(573) 526-6269
bruce.reinkemeyer@mshp.dps.mo.gov

DESCRIPTION: This Temporary Clerk is assigned to the Missouri State Highway Patrol's Troop F CDL Site. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. *This position is approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This is a temporary position where the employee is responsible for completing general office duties. An employee in this position is closely supervised. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/documents/TemporaryClerk-Office.pdf>.)

QUALIFICATIONS: Graduation from high school or possess a GED.

SALARY RANGE: \$9.03/hour

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last six months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than six months, the applicant must submit a new application.

The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

*** Missouri State Highway Patrol ***
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